

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: LB00823020

DATE POSTED: 03/09/22

POSITION NO: 240188

CLOSING DATE: 03/22/2022 by 5pm

POSITION TITLE: Office Assistant

DEPARTMENT NAME / WORKSITE: Navajo Election Administration/Window Rock, AZ

WORK DAYS: Mon thru Fri REGULAR FULL TIME: ☒ GRADE/STEP: BQ56A

WORK HOURS: 8 a.m. to 5 p.m. PART TIME: ☐ NO. OF HRS./WK.: 23,155.92 PER ANNUM

SENSITIVE ☒ SEASONAL: ☐ DURATION : 11.09 PER HOUR

NON-SENSITIVE ☐ TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Answers phones, routes calls, and/or takes messages, greets, and refers visitors to appropriate staff/resources. Responds to routine inquiries that require discernment in determining the type of information that may be released. Works directly with the general public in providing specific information, instructions and disseminates election forms. Types routine correspondences, reports, labels and forms; maintains electronic and/or hard copy filing system by setting up files, filing new documents, voter registration cancellation and updating the database. Receives, logs, and distributes incoming mail; responds to requests for photocopies and voter registration. Assists with poll official trainings and registrar trainings. Assists in conducting Primary and General, Special, Recall, and Referendum or Initiative Elections. Completes data entry into the database and reviews correspondences for information and for accuracy. Assists in placing orders for office & election supplies. Completes any other duties as assigned by the Executive Director and/or the Assistant Department Manager.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED, and one (1) year of general office, customer service or related experience; or equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.